

Message

From: Presler, Amos [presler.amos@epa.gov]
Sent: 4/18/2017 4:58:28 PM
To: Lea, Caitlain [lea.caitlain@epa.gov]
CC: Miles, James [miles.james@epa.gov]
Subject: Magnolia package
Attachments: image2017-04-04-155152.pdf; OCE Routing Slip For Responses to Congress signed by OECA AA - Surma Response 4.18.17 .docx; John Surma response - Magnolia and RRP - 4.18.17.docx

Caitlain,

Thank you for helping to prepare this signature package today. The background is that counsel for one of our cases sent a letter to the Administrator, complaining that EPA was taking too harsh a settlement position with the company. We are now seeking management's review of the letter we've drafted to respond to the company (to be signed by our Acting Assistant Administrator, Larry Starfield).

Attached are:

- The draft response
- A routing sheet; and
- The letter the company had sent.

These are the steps for preparing the package:

1. Print the draft response on letterhead.
 - a. The response is two pages, but will be double-sided on a single sheet of OECA AA letterhead
 - b. The letterhead is next to the printer in your office (right side in a tray)
 - c. Place the letterhead faceup in tray one, with the top of the page pointing toward the back of the printer
 - d. There should also be a transparent plastic cover in the same tray that has the letterhead; grab one of these; if one is not there, ask Mark Seltzer to help you find one
2. Print the routing sheet
3. Print the letter from the company
4. Get a brown or manila folder. These can be found in the stand-up metal closet to the left of the printer outside Greg Sullivan's office (where the meeting today was held)
5. Open the folder
6. Paperclip (2 paperclips at the top) the letter from the company to the left side of the folder
7. Place the printed response behind the plastic sheet; paperclip the now covered response to the right side of the open folder
8. Close the folder
9. Paperclip the routing sheet to the outside cover of the folder
10. Bring the folder to James Miles
 - a. Ask him to print the latest CMS coversheet and place it behind the routing sheet
 - b. Ask him to write in a Due Date on the OCE Routing sheet, based on what he calculates in CMS

Thanks for your help!

Amos Presler, Attorney-Advisor
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